



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/SPO/MAR/2018

**Programme Officer (Social Protection Office)**

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University, fully funded by the University Grant Commission (UGC), Government of India. TISS offers 50 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. TISS offers a very challenging & fulfilling academic environment and opportunities for those committed to creating a just society through education, generation of knowledge and field action.

The Institute has set up the **Social Protection Office (SPO)** to ensure effective implementation of affirmative actions and operationalisation of supportive mechanisms for various disadvantaged communities. The SPO facilitates the Institute's resolve to implement the reservation policies for admissions and recruitments in letter and spirit. From the Student Service Cell established in 1986 and later the SC/ST Cell, the mandate has been expanded to include various supportive services for students, staff and faculty members belonging to other disadvantaged social groups such as Other Backward Classes (OBC), Persons with Disability (PWD), Minorities, Kashmiri migrants and kin of Armed Forces on the basis of the directives from the GoI and the UGC from time to time.

The SPO is headed by Dean who has a team of administrative staff viz., one Section Officer (SO), one Statistical Assistant and one Lower Division Clerk.

Applications are invited for one post of **Programme Officer** to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

**The Key Roles and Responsibilities of the Programme Officer** will be as below.

- Maintaining database of students who are availing of SC/ST/OBC/Minority scholarships in all 4 campuses of TISS, including M. Phil and Ph. D. scholars
- Supporting the SO in liaising with the SPO offices in the Tuljapur, Hyderabad and Guwahati campuses with regard to all matters relating to scholarships
- Liaising with the Doctoral Students Office with regard to scholarships relating to M.Phil and Ph. D. scholars
- Drafting letters for State and Central government departments to pursue issues relating to SC/ST/OBC/Minority scholarships
- Follow up with officials from various state and central government departments to sort out problems relating to scholarships of SC/ST/OBC/Minority students
- Assisting the SO in all matters relating to the SPO as and when required.
- Identifying and follow up of issues relating to grant of scholarships with various authorities concerned correspondence and meetings with the authorities.
- Liaising with the Students Union members for matters relating to scholarships.
- Counselling and guiding the students with regard to availing scholarships

**Monthly remuneration:** Rs. 45000/- to 50000/- (Commensurate with educational qualification and work experience)

**Qualification & experience:** Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7-point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in any discipline.

Applicant should have minimum of two years of work experience in relevant field, Good written and oral communication skills in English and Hindi, Liaising and networking skills.

The preference may be given to the candidates having M. Phil. or Ph.D. in any discipline and those have working knowledge in Marathi.

**Application fee:** The application fee of Rs. 500/- to be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

**Other conditions:**

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The position is unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

**Application process and interview:**

1. Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu).
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

**The last date for receipt of online application: April 10, 2018.**

Selected Candidates are expected to join within 15 days of their selection.

Dy. Registrar (P&A)